

Town of Salem, Connecticut

**Request for Qualifications/Proposal
Architectural and Related Consultant Services
for**

**The Planning, Design, Acquisition and Construction of Renovations and Improvements
to Salem School**

**Proposals Due:
March 31, 2011 @ 2:00 p.m.**

**Town Clerk
Town of Salem
270 Hartford Road
Salem, CT 06420
(860-859-3873)
Fax (860) 859-1184**

**TOWN OF SALEM, CONNECTICUT
REQUEST FOR QUALIFICATIONS/PROPOSAL
FOR THE PLANNING, DESIGN, ACQUISITION, AND CONSTRUCTION OF RENOVATIONS AND IMPROVEMENTS TO
SALEM SCHOOL**

I. INTRODUCTION

The Town of Salem, Connecticut is seeking qualifications/proposals for architectural and consultant team design services for the Salem School. The existing building and property shall be refurbished complying with all applicable codes.

II. BACKGROUND

The Salem School serves grades Pre K through 8th grade from a facility of 101,593 square feet. The school has been constructed in phases, including, 1940, 1956, 1963, 1973, 1988, and 1994.

The Town of Salem by referendum has approval to appropriate \$6,200,000, for the project based on the study dated November 9, 2010 prepared by Moser Pilon Nelson, Architects. (Attachment A)

III. PRESUBMISSION MEETING AND SITE VISIT

A pre-submission meeting for interested architectural firms is scheduled for March 23, 2011 at 4:00 p.m. The meeting will be held at Salem School, 200 Hartford Road, Salem Connecticut. Respondents are encouraged to attend the Prebid Meeting at the site. The Town may allow respondent to visit the site one additional time prior to the submission deadline. This should be arranged by contacting Sue Spang at (860) 859-1184 (fax) or email sue.spang@saalemct.gov Firms should not contact school employees to access the facility at any other times throughout the process.

IV. INQUIRIES

All questions regarding the submissions shall also be directed to Sue Spang at (860) 859-1184 (fax) or email sue.spang@saalemct.gov no later than 3 days prior to the due date.

V. SCOPE OF SERVICES

A. Scope of Work

The scope of services of the selected architectural firm will be to provide all design and administrative services for all aspects of the Project. It is the intention of the Town to renovate and make these improvements to Salem School so that it meets the educational needs of the Board of Education in the most cost effective manner maximizing State eligible reimbursements and meeting all Code requirements.

The scope of services shall be incorporated in an agreement using the American Institute of Architects Owner / Architectural Agreement, AIA 41Cma, with minor modifications to the maximum extent.

The purpose of this project is for the planning, design, acquisition, and construction of renovations and improvements to Salem School to satisfy the requirements of the attached Education Specifications (Attachment B).

The respondent shall include in the submitted fee proposal the cost of all disciplines required to design and administer all phases of work necessary to provide a complete and usable facility, including, but not necessarily limited to:

- Multiple preliminary designs, as necessary
- Existing facilities surveys
- Mechanical, Fire protection and Electrical Engineering
- Geotechnical, Structural, Civil Engineering & Landscape design
- As-designed record drawings & As-constructed record drawings
- Coordination of Owner's consultants, as necessary
- Hazardous material survey and abatement design
- Telecommunications/data design; Security design
- Commissioning
- Acoustical consultants, or any other specialty consultants necessary to provide a complete and usable facility

The selected architect will be required to coordinate all phases of the renovation.

The work will include:

- Meeting with Education Staff to determine requirements and explain alternatives and concepts.
- Identifying and evaluating alternatives and recommending to the Education Staff alternatives that satisfy educational program requirements and comply with all applicable codes.
- Development of schematic drawings and descriptions of the work necessary to communicate the scope and intent of the work to Town boards, councils, and committees, as necessary.
- Construction documents, complete and ready for bidding.
- Incorporation of comments to final construction documents from independent document review service (i.e. RediCheck)
- Bidding and construction administration services.
- Administration of project documentation for Bureau of School Facilities grant reimbursement
- As constructed record drawings at project completion
- A proposed project schedule.

B. Project Deliverables

- Conceptual design with budget estimates as required for the Bureau of School Facilities Eligibility Criteria
- Energy modeling report on energy consumption reflecting the building envelope improvements and proposed mechanical systems
- Drawings, specifications, and any associated technical data (calculations, suggested manufacturers' products, photographs, etc.) complete and ready for bidding.

- Present project drawings, specifications, and any associated technical data to the Bureau of School Facilities for Grant Reimbursement for approval prior to project bidding
- Detailed project cost estimate
- A proposed schedule for project execution

The consultant shall be expected to be present for all of the meetings which may need to be conducted with user groups, Bureau of School Facilities, Town Boards and Commission; within Town offices, on-site, or elsewhere.

VI. EVALUATION CRITERIA

Firms interested in being considered for this project shall clearly demonstrate that they meet the minimum qualification criteria of:

- Licensed to perform architecture services in Connecticut
- Designed a minimum of three public school projects located in Connecticut within the past 10 years and received a Certificate of Occupancy that included grant funding from the State Department of Education

Additional evaluation criteria beyond the minimum qualifications include:

- Recent experience with work of similar size and scope
- Organizational and team structure
- Past performance data including, but not limited to:
 - o adherence to project schedules
 - o adherence to project budgets
 - o number and cost of change orders
- Approach to the work
- Contract oversight capabilities
- Experience planning/designing renovation projects for occupied schools

VII. DIRECTIONS FOR WRITTEN SUBMITTALS

A. Deadline

Architect's responding to this Request for Qualifications must submit to the Town of Salem ten (10) copies of their Proposal no later than 4:00 p.m. on March 31, 2011 to:

HAND DELIVERY

Town of Salem, Connecticut
Pat Crisanti
Town Clerk
Salem Town Hall
270 Hartford Road
Salem, CT 06420

U.S. POSTAL MAIL DELIVERY

Town of Salem, Connecticut
Pat Crisanti
Town Clerk
Salem Town Hall
270 Hartford Road
Salem, CT 06420

Submission packages are to be sealed and clearly marked (Architectural and Related Consultant Services for Salem School). Packages or partial packages received beyond the listed time will not be opened and will not be considered.

B. Content of Submission

All respondents are required to submit the information detailed below. Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating the proposals. The Town reserves the right to reject responses which do not follow the format given, which may be deemed non-responsive.

1. Table of Contents - Table of contents to include clear identification of the material provided by section and number.
2. Letter of Transmittal - A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract and must also affirm that the firm or their representative has made themselves knowledgeable of those matters and conditions in the Town which would influence this Proposal.
3. Executive Summary - Briefly describe the respondent, the approach to the project, staffing available and envisioned for the project, and respondent's capability to execute to the schedule while providing the services required.
4. Description of Firm and Consultants - Describe the respondent's organization. Specify the personnel (including years of experience in their current position, municipalities served and their roles providing these services) and equipment to be assigned to the project. Supply resumes of principal personnel and document the chain of command for these individuals as an appendix. Indicate contact person for the proposal, including telephone and fax numbers.
5. Qualifications - Respondent's shall provide a copy of the firm's State of Connecticut architectural license and complete Attachment C which demonstrates that the respondent meets the minimum qualification criteria listed in Section VI, Evaluation Criteria.

Beyond the minimum qualification criteria, firms shall identify and describe specific projects/jobs previously or currently being executed that demonstrates the respondent's ability to satisfy the additional evaluation criteria listed in Section V, Evaluation Criteria. Identify which criteria apply to respective project/jobs identified and how. Highlight significant accomplishments and awards as well as alliances or partnerships with other contractors, professionals, and owners.

For each project/job, provide:

1. Name of the client
2. Approximate gross cost of contract, annually.
3. Dates services encompass
4. Services being provided
5. Key personnel in Architect's design group
6. Primary consultants in project design team
7. Name, address, and telephone number of the responsible official of the organization

The Town reserves the right to contact these organizations regarding the services performed by the firm.

6. Approach to the Project - Describe the respondent's approach to the project commencing with award of consultant's contract and concluding with punch-list and final documentation completion. Detail any specific data your firm would require from the Town to perform the work. Describe the anticipated role that the Town will play in this project.
7. Work Schedule- Provide a proposed schedule indicating major milestones for work accomplishment. Specific project work plan and completion dates to be determined with the Town upon contract execution with the selected firm.
8. Fee Proposal (Submitted in a separate sealed envelope) - The fee proposal shall include all disciplines necessary for a complete and usable facility. The fee proposal shall be itemized as follows:

- | | |
|--|----------|
| • Schematic Design/Renovation Status Approval | \$ _____ |
| • Design Development | \$ _____ |
| • Construction Documents/Plans Completion Test | \$ _____ |
| • Bidding/Evaluation/Award Recommendation | \$ _____ |
| • Construction Administration | \$ _____ |
| • Total Fee | \$ _____ |
| • Reimbursable Estimate | \$ _____ |

The fee proposal shall also identify what expenses are considered reimbursable and any multipliers the respondent intends to apply to actual expenses.

VIII. SELECTION PROCESS

This work will be funded by the Town with the requirement of applying for reimbursement from the State of Connecticut Department of Education. Therefore, the selection process for the project shall be made in accordance with Section 10-287 (b) (2) of the Connecticut General Statutes. The Town shall select a firm using the process as outlined below.

Interested consultants shall submit Statements of Qualifications to best communicate the respondent's ability to meet or exceed the requirements of the RFQ and submit a fee proposal in a **separate sealed envelope** for the defined Scope of Services. Respondents' qualifications will be screened against the minimum criteria listed in Section VI, Evaluation Criteria. Respondents whose submissions do not meet the minimum qualifications shall be notified and their sealed fee proposal shall be returned unopened.

All those respondents determined to meet or exceed the requirements will be considered by the Selection Committee. The Selection Committee shall evaluate the Statements of Qualifications using the criteria in this RFQ with due consideration of the respondent's pricing/fee proposal. The selection committee shall develop a short list of respondents for interview. After the interview, the committee shall determine the four most responsible qualified proposers and then make a final selection from that pool of four firms.

IX. SCHEDULE

A. Design Team Selection

Advertise RFQ/RFP	March 15, 2011
Presubmission Meeting and site visit	March 23, 2011@ 4:00 p.m.
RFQ Due Date	March 31, 2011 @ 2:00 p.m.
Minimum Qualification Review	April 6, 2011
Review Proposals for Short List	April 12, 2011
Interviews	Week of April 25, 2011
Final Selection	Week of May 2, 2011

The selected firm or individual will be expected to commence services within 15 days of contract execution.

XI. GENERAL PROVISIONS

- A. This request for proposal does not commit the Town of Salem to award a contract or to pay any costs incurred in the preparation of a proposal to this request. The Town of Salem reserves the right to accept or reject any or all proposals received as a result of this request, waive any informalities or technical defects in any proposal, to negotiate with the selected respondents, to extend the contract for an additional period, or to cancel in part or in its entirety the request for proposal, if it is in the best interests of the Town to do so.
- B. Respondents are advised that any and all materials submitted in response to this RFP shall become the sole property of the Town of Salem and shall be subject to Freedom of Information requests after evaluation and award decisions have been made.
- C. The Town of Salem is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- D. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Salem are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- E. Selected consultants shall at its own expense and cost, obtain and keep in force, insurance during the duration of the project. Insurance coverage shall cover the consultant, all of its agents, employees, sub contractors and other providers of services. Minimum coverage for liability insurance is \$1,000,000. Workers compensation shall be in accordance with Connecticut Statutes. The Town of Salem shall be listed as an additionally insured.